

TO: Superintendents of Schools
Presidents of Community Colleges

FROM: George A. Coleman, Associate Commissioner
Division of Teaching and Learning Programs and Services

RE: Work-based Learning Application Packet

DATE: March 3, 2004

For your information, a Work-based Learning Application Packet has been mailed to Cooperative Work Education (CWE) and/or School-to-Career (STC) Coordinators in your school district. Cooperative Work Education (CWE) is one of the seven Career and Technical Education (CTE) programs that qualifies districts for Perkins eligibility funding if approved. For Perkins grant eligibility districts must offer at least three of the seven CTE program areas. State approved School-to-Career Initiatives allow a district to award the CT Career Certificate (CCC) to students meeting the STC/CCC requirement. The Work-based Learning Packet includes:

- Work-based Learning Application for CWE Programs seeking annual Connecticut State Department of Education (CSDE) approval;
- School-to-Career (STC) Application (either new or revised) for SDE approval to provide activities under the State's STC Initiative leading to a Connecticut Career Certificate (CCC); and
- Work-based Learning Matrix for each CTE program and for STC to update the CSDE Work-based Learning Database.

Please be aware that operating a state approved CWE program and/or STC Initiative can lessen the school districts' risk of liability. In addition to the documents listed above, the Work-based Learning Application Packet includes: the purpose statement, eligibility, approval criteria, definitions, and resources guide.

CWE/CTE Programs approved under this application are effective for the school year beginning July 1, 2004 through June 30, 2005. **Approval for CWE Medical Programs should also include a copy of a current letter of approval from the State Department of Public Health.**

STC/CCC Initiatives approved under this application are approved for five years and are effective from June 1, 2004 through June 30, 2009. This time-frame allows eligible students to receive the CCC this spring.

Completed forms for CWE and STC/CCC are due back to the State Department of Education by **April 9, 2004.**

CWE applications should be sent to:

June S. Sanford, Consultant
Perkins Program Manager/ CWE
Div. of Teaching and Learning Programs and Services
165 Capitol Avenue, Room 363, Hartford, CT 06106
Phone: (860) 713-6765 - **Fax:** (860) 713-7049
E-mail: june.sanford@po.state.ct.us

STC Applications should be sent to:

Judith Andrews, Associate Consultant
STC Program Manager/ Work-based Learning
Div. of Teaching and Learning Programs and Services
165 Capitol Avenue, Room 363, Hartford, CT 06106
Phone: (860) 713-6766 - **Fax:** (860) 713-7049
E-mail: judith.andrews@po.state.ct.us

Thank you for your cooperation.

cc: Career & Technical Education Consultants
CWE and STC Coordinators

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Work-Based Learning Application Packet

**for Career and Technical Education Programs and
School to Career Initiatives**

OVERVIEW

2004-2005

**Division of Teaching and Learning Programs and Services
Career and Technical Education
165 Capitol Avenue, Room 363
Hartford, CT 06106**

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Work-based Learning Application Packet for Career and Technical Education Programs
and School to Career Initiatives

Instructions to Complete the Work-Based Learning Application Packet

I. Who should complete these forms?

The State Department of Education (SDE) has developed this application to be completed by each teacher/coordinator responsible for any type of work-based activity including Career and Technical Education (Business, Marketing, Family and Consumer Sciences, Agriculture, Cooperative Work, Medical Careers, and Technology Education) and School-to-Career.

This packet includes:

- Forms designated for the seven program areas in Career and Technical Education, which are to be completed by certified teachers who are endorsed in their respective area and who are placing students in work-based activities.
- The School to Career/CCC Application that should be completed by the School to Career Coordinator if the district or college is either revising a currently approved STC/CCC Initiative or requesting approval to begin an initiative.

II. Purpose:

- **Work-based Learning Database:** This application collects data regarding the varied work-based activities going on throughout the state in all career and technical education areas as well as school-to-career. This information provides a database of instructors and programs that the state can use to communicate legislative updates, technical assistance regarding youth safety and liability issues, and other professional development activities.
- **Structured Work-based learning components:** The application provides the state information on various components of structured work-based learning opportunities implemented throughout the state.
- **CWE Program Approval Process:** The State Department of Education reviews and approves CWE Programs based upon this application. This application provides information to determine whether or not CWE programs meet the criteria for state approval including the work-based learning requirement. CWE State approval can reduce the risk of liability for school districts. The criteria for approval is listed below:
- **STC/CCC Approval Process:** Obtaining State Department of Education approval to operate a STC/CCC Initiative allows the district or college to award the CT Career Certificate (CCC) to students successfully completing the requirements.

III. Why become a state-approved CWE Program?

- CWE is a long-standing work experience program that can serve to sustain STC work-based learning activities. Work-based learning activities in all aspects of the industry are legislated for all career and technical education students under the Carl D. Perkins Act.
- Both State Department of Education (SDE) and Department of Labor (DOL) approval of both CTE/CWE Programs as well as STC/CCC Initiatives is necessary to utilize the LED 75-1 (revised) Employment of Minors Form for students engaged in paid work-based learning experiences. CTE/CWE and/or STC/CCC program approval numbers assigned from the SDE are required to use the LED-75. Completed

LED-75 forms are first mailed to Judith Andrews, Work-based Learning Consultant at the SDE for review. The SDE then forwards the LED-75 Form to DOL for final approval, which allows for placement of minor students in hazardous occupations. A copy of the current revised LED-75 form will be mailed along with CSDE approval letters in May 2004.

IV. Criteria for Approval for CWE/Diversified Occupations:

- CWE Teacher Endorsement #104;
- Classroom component is normally one full year of instruction equaling one Credit;
- Structured workplace learning experience with training agreement, work plans, up to one Credit;
- Work-based learning experience must be teacher-monitored and employer-mentored;
- Student is paid by the employer; and
- Student receives work safe training prior to worksite experience.

V. Criteria for Approval for CWE Programs in each of these areas: Business Education, Family and Consumer Sciences, Agriculture Education, Marketing Education, Medical Careers and Technology Education:

- Student is enrolled in classroom instruction in one of the areas indicated above.
- Teacher places students in paid structured work-based learning with training agreement and structured work plan specifically related to their area of instruction;
- Teacher monitors student;
- Employer provides mentor;
- Student may receive 1-2 credits per requirements established by local district;
- Student is paid by the employer; and
- Student receives work safe training prior to work site experience.

VI. Criteria for STC/CCC Approval: See STC/CCC Application in this packet.

VII. Common Goals of CWE and School to Career:

- Preparation for postsecondary education and the world of work;
- Raising the academic, career and technical education achievement of our students;
- Providing classroom instruction related to occupational areas; and
- Providing structured work-based learning experiences in varying degrees as described in this document.

VIII. Definitions of Work-Based Learning Experiences:

Work-based learning experiences can take a number of forms beginning with career exploration and ideally incorporates structured work-site experience. Work-based experiences must integrate learning in the classroom with the learning experience at the work-site utilizing structured work-based learning plans. All work-based learning experiences should happen in the context of guided career development. Career Development is a school-based learning activity that can involve research using career resources in the classroom and the career center. It may include written assignments by the student regarding a particular career interest. School Counselors maintain career portfolios to document of the career development of each student.

Work-based learning opportunities include:

Career and Technical Education (CTE): Curriculum-based education programs and initiatives that include work-based learning opportunities in all aspects of the industry. CTE includes Agriculture Education, Business and Finance Technology, Cooperative Work Education, Family and Consumer Science, Marketing Education, Medical Careers, Technology Education, and School-to-Career (STC).

Cooperative Work Education (CWE): A work-based program, which integrates classroom instruction and paid work experience. A training agreement is signed by the employer, educator, parent and student, and acknowledges their respective responsibilities in the program. A structured training plan should be developed with the employer to ensure that the student is receiving skills attainment in all aspects of the industry and has been informed of any safety hazard precautions associated with the job. The student is monitored by the CWE Instructor and receives classroom and work experience credit for successful completion of this school-business partnership agreement.

Field Trip/Company Tour: A work-based learning experience during which, students escorted by school staff, tour a business, and observe or speak with workers.

Job Shadowing: A work-based experience during which a student(s) spends time with an employer, observing structured activities and asking questions about the job and workplace.

Internship: Work-based learning experience that is a paid supervised work site experience during which a student completes a planned series of activities or a set of learning objectives, to give a broad understanding of a business or occupational area. By integrating internship activities or projects at the work workplace with school-based learning, the student develops both job and academic skills. A student intern is assigned a mentor by the employer and provided with an opportunity to experience all aspects of the business.

Pre-Apprenticeship: The program is designed to allow high school students who are at least 16 years old to start their apprenticeship training program on a part-time basis as part of the school-to-career program. A written agreement between an apprentice and the employer is developed consisting of structured, on-the-job training and theoretical instruction leading to certification as a qualified worker.

Work Place Mentoring: A formal relationship (as opposed to a one-time or occasional visit) is developed between a student and a role model at the internship worksite who provides support and encouragement to the student. A mentor helps students become aware of expectations of the employer as well as career insight and guidance based on personal career experience.

Community Service/Service Learning: An instructional method that combines community service with a structured school-based opportunity emphasizes connections between service experiences and academic learning. Students benefit by acquiring skills while learning civic responsibility.

School-Based Enterprise: A student-operated school program in which goods or services are produced or managed for sale for use by others. Enterprises may be undertaken on or off the school site but are always part of the school's programs.

Practicum: Students participate in an unpaid work-based opportunity where they provide customer driven services in the demonstration of skills developed in their respective (career and technical) instructional program. Practicum is an actual job performance that may include, but is not limited to such experiences working in a school store, repairing vehicles in an auto shop, providing landscaping services to the community or working on a job site.

Clinical Experience: A hands-on learning experience aligned with an instructional program that takes place in an allied health environment such as hospitals and convalescent facilities, where students are supervised by allied health professionals.

Observation: A work-based venue that provides students enrolled in early childhood education programs insight to the skills required to work with small children through observations, recording and analysis of children's developmental activities.

Teacher Externship: A worksite experience during which educators (teachers, guidance counselors or administrators) spend a period of time (one week, several weeks, or longer) in a workplace to observe, participate and learn what employers expect of students. The purpose of the externship is to give educators valuable insight into the world of work, so that they can infuse the experience and knowledge back into their classroom curriculum in order to make classroom learning more relevant for students.

Supervised Agricultural Experience (SAE): Providing a planned and supervised work experience through which students receive systematic, organized and supervised on-the-job training related to their agricultural education instruction. The work experience program is initiated by a written cooperative arrangement between the student, the school and the employer. All students enrolled in Regional Vocational Agriculture Centers must have an SAE.

Worksafe! Curriculum: A State endorsed curriculum that provides safety awareness and hazard-mapping for students participating in structured work-based learning opportunities at approved CTE or STC work-sites.

IX. Resource Guide:

Resource	Purpose	Distribution
LED 75-1 (Revised 2004) Employment of Minors in Hazardous Occupations	For use when a student ages 16 or 17 is in a CTE/STC work-based learning activity in what is defined by DOL as a potentially hazardous occupation.	SDE distributes to approved CWE and STC Programs. SDE reviews and DOL approves.
Working Papers Manual	This manual provides requirements and forms necessary for issuing working papers as well as other labor regulations.	May be obtained from SDE
Workplace Rules	Bookmark of minor student labor restrictions	DOL/SDE
Employment of Minors Checklist	Brochure of minor student labor restrictions	DOL/SDE
Websites: <div> <div>State Department of Education</div> <div>State Department of Labor</div> <div>Connecticut Business and Industry Association</div> </div> <div> www.state.ct.us.sde.learn.index.htm www.ctdol.state.ct.us www.cbia.com </div>		

X. Contacts:

CWE applications should be sent to:

June S. Sanford, Consultant
Perkins Program Manager/ CWE
Division of Teaching Learning Programs and Services
165 Capitol Avenue, Room 363
Hartford, CT 06106
Phone: (860) 713-6765 - Fax: (860) 713-7049
E-mail: june.sanford@po.state.ct.us

STC applications should be sent to:

Judith Andrews, Associate Consultant
STC Program Manager/ Work-based Learning
Division of Teaching Learning Programs and Services
165 Capitol Avenue, Room 363
Hartford, CT 06106
Phone: (860) 713-6766 - Fax: (860) 713-7049
E-mail: judith.andrews@po.state.ct.us

**Connecticut State Department of Education
Division of Teaching and Learning
Programs and Services**

**Annual Request for Approval to Operate
A Cooperative Work Education (CWE) or Other
Career and Technical Education Programs**

Career and Technical Education Unit

Applications Due: April 9, 2004

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Agriculture Education

The supervised agricultural experience program provides a planned and supervised work experience through which students receive systematic and organized on-the-job training related to their agriculture education instruction. All students enrolled in grades 10-12 MUST have a work-based experience program that is substantiated by student record books. The work experience program is initiated by a written cooperative arrangement between the student, the school and the employer.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Instructor's Endorsement #s: _____

Other: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprises								
Supervised Agricultural Experience (SAE)*								
Structured Work Experience/Internship*								
Pre-apprenticeship								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes ___ No ___

Teacher has release time to monitor students on the job: Yes ___ No ___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes ___ No ___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes ___ No ___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Business and Finance Technology Education

Programs provide for a variety of work-based opportunities for business and finance technology education students. Through a cooperative agreement between the school and the employer, students receive academic and related instruction in school and apply learned skills to a business or finance occupation. Students will gain the knowledge of the workplace environment and make the connection between education and job success.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Instructor's Endorsement #s: _____

Other: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprise								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Cooperative Work Education

Cooperative Work Experience is a school business partnership that integrates school-based instruction with work-site experience. Students are supervised by the CWE coordinator working under a training agreement and a training plan developed by the coordinator and the employer. This is normally a paid experience and the recommended hours may range from 12-20 hours per week. A CWE student usually receives one credit for work experience.

School District: _____
School Name: _____
Address: _____

Name(s) of Work-based
Instructor/Coordinator: _____
Phone Number: _____ Fax: _____
E-Mail Address: _____
Instructor's Endorsements: _____ CWE #104: ☐ Yes ☐ No

Other Endorsements: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprise								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Family and Consumer Sciences

Work-based experiences in Family and Consumer Sciences assist students in seeing the connections between school-based instruction and work-site experience. Students may work in settings such as childcare centers, restaurants, elementary schools, fabric stores, interior design agencies, and retail clothing establishments. The position may be a paid or an unpaid experience and must provide the student with skill attainment in all aspects of the industry.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprise								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Marketing Education

The mission of Marketing Education is to enable students to understand and apply marketing, management, and entrepreneurial principles; to make rational economic decisions; and to exhibit social responsibility in a global economy.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
Practicum – School Store								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Medical Careers

Medical Careers work experience involves a competency-based approach to learning. Work experience in a clinical setting is used to augment coursework and students participate in appropriate activities within allied health environments such as: hospitals, convalescent homes, etc. Nursing Assistant students must also complete the Competency Evaluation Review as direction in Section 19-13-D8t of the Public Health Code. Students are supervised by medical careers educators and by allied health professional with these setting.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
Clinical								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes ___ No ___

Teacher has release time to monitor students on the job: Yes ___ No ___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes ___ No ___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes ___ No ___

Note: Medical Careers and/or Nurses Aide/Home Health Aide programs should also include a current letter of approval from the Department of Public Health and Addiction Services.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Application 2004-2005

Technology Education

Technology Education provides students with a comprehensive performance-based program leading to technological literacy. Work-based opportunities ensure students supplement their classroom experiences by applying technological skills and knowledge in an authentic environment. Job shadowing, mentoring and internships offer technology education students the chance to apply classroom knowledge to a work-based setting.

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprise								
Structured Work Experience/Internship*								
Pre-apprenticeship								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

TO: Superintendents of Schools
Presidents of Community Colleges

FROM: George A. Coleman, Associate Commissioner
Division of Teaching and Learning: Programs and Services

SUBJECT: Request for Approval to Operate a School-to-Career (STC) Initiative Leading to a Connecticut Career Certificate (CCC), or to Revise a Currently Approved Initiative

DATE: March 18, 2004

Attached is an Application to request state approval to operate a School-to-Career Initiative which allows the district/community college to award the School-to-Career (STC) Connecticut Career Certificate (CCC) to students meeting the eligibility requirements. This Application is part of the state's Work-based Learning Application Packet. C.G.S. Section 10-20a-d, as amended, describes the STC/CCC Initiative which allows students the opportunity to earn a Connecticut Career Certificate, a portable credential attesting mastery of academic, employability and technical skills in one of nine career clusters. A list of currently approved STC initiatives may be found on State Department of Education website: http://www.state.ct.us/sde/deps/Career/STC/approved_prog.pdf

If approved, the School-to-Career CCC Initiative outlined in your Application or revisions to currently approved Initiatives summarized on this Application, will remain in effect for five (5) years. Under this Application, the approval period for new or revised Initiatives is from June 1, 2004 to June 30, 2009.

In order to become an approved STC/CCC Initiative, or to revise an existing/approved Initiative, it is necessary for you to complete the attached new or continuing Application and submit it first to the regional Tri-conveners or STC contact of your regional STC Partnership for review and comment. After that regional review, the reviewer(s) submit the Applications by April 9, 2004 to:

Judith Andrews, STC Program Manager/Work-based Learning Consultant
State Department of Education
Division of Teaching and Learning
165 Capitol Avenue, Room 363
Hartford, CT 06106

You may contact Ms. Andrews at (860) 713-6766 should you have any questions.

Attachments

cc: Lee M. Marcoux
June Sanford
Regional Tri-Conveners/STC Contact
Career Technical Education Unit

**Connecticut State Department of Education
Division of Teaching and Learning
Programs and Services**

**Request For Approval
to Operate a School-to-Career Initiative
Leading to a Connecticut Career Certificate (CCC)**

Career and Technical Education Unit

Applications Due: April 9, 2004

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**DIVISION OF TEACHING AND LEARNING PROGRAMS AND SERVICES
CAREER AND TECHNICAL EDUCATION**

**APPLICATION FOR APPROVAL TO OPERATE
A SCHOOL-TO-CAREER (STC) INITIATIVE
LEADING TO A CONNECTICUT CAREER CERTIFICATE (CCC)**

**APPROVAL PERIOD
June 1, 2004 - June 30, 2009**

I. INSTRUCTIONS:

A. For Districts/Institutions that currently have an approved STC/CCC Initiative which they wish to revise:

1. Complete Parts C of this STC/CCC Application, indicating the revisions to be made to the Initiative.
2. The school or institution also completes the STC Work-based Matrix, to be found at the end of the STC/CCC Application.
3. Attach any documentation that supports the revisions addressed in Part C.
4. Submit the completed Application, all pages, to the Regional Tri-convener(s) or an appointed STC Contact for their review and sign-off.
5. The Regional Tri-convener(s) or appointed STC Contact reviews the new or revised Application prepared by the local school or institution and signs off (sections A and B) if it is complete and acceptable.
6. The Regional Tri-convener(s) or Contact submits the Application Packet, including the Matrix, to Judith Andrews, the State STC Program Manager listed on this Application by April 9, 2004.

B. For Districts/Institutions that are applying for STC/CCC approval for the first time:

1. Complete parts A-E. Note: Part A is signed by the Regional STC Partnership Tri-convener(s), or an identified STC Contact; Part D is signed by the Superintendent.
2. Complete the Work-based Learning Matrix, included at the end of the STC/CCC Application.
3. Submit both the STC/CCC Application for Approval and the Work-based Learning Matrix to the Regional STC Tri-convener(s) or identified STC Contact for review and sign-off.
4. The Regional STC Tri-convener(s) or the identified STC Contact submits the Application to Operate an Approved STC Initiative, along with the Work-based Learning Matrix, to Judith Andrews, State STC Program Manager, by April 9, 2004.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF TEACHING and LEARNING PROGRAMS AND SERVICES**

**Application for Approval to Operate A School-to-Career (STC) Initiative
Leading to a Connecticut Career Certificate (CCC)**

**Approval Period
June 1, 2004 - June 30, 2009**

Part A: Application Cover Sheet

Submitting Institution _____

Address _____

City/Town _____ State _____ Zip _____

Local STC Coordinator _____

Address _____

Phone _____ Fax _____

**TO BE SIGNED BY THE REGIONAL STC TRI-CONVENERS
OR IDENTIFIED STC CONTACT**

This application is in accordance with the regional plan for Region ____.

RESC Executive Director
or designee

Workforce Investment Board
Executive Director or designee

Community College President
or designee

FOR DEPARTMENT OF EDUCATION/LABOR USE ONLY

CCC Program Approval Number

06/01/04 - 06/30/09
Effective Date

Judith Andrews, STC/CCC Program Manager

**Application for Approval to Operate A School-to-Career (STC) Initiative
Leading to a Connecticut Career Certificate (CCC)**

Part B: Application Check Off List

(To be completed by the Regional Tri-Convener(s) or STC Contact who is reviewing the Application)

Applicant Agency

Date

Contents of the application	YES	NO	N/A
Part A			
• Application Cover Sheet (completed)			
Part B			
• Application Check-off List			
Part C			
• STC Vision Statement included			
• Career Clusters selected			
• Each STC Criteria addressed			
• All Students addressed			
Part D			
• Assurances completed			
Part E			
• Partnership Members listed			
Work-based Learning Matrix			

Additional Comments:

This Application is recommended for approval. ☐ Yes ☐ No

Regional Reviewer

Date

Part C: Application Summary of Local STC Initiative

1. School-to-Career Vision Statement: _____

2. Career cluster(s) to be addressed in this application (*check all that apply*)

- | | |
|---|--|
| <input type="checkbox"/> Arts and Media | <input type="checkbox"/> Government, Education and Human Resources |
| <input type="checkbox"/> Business and Finance | <input type="checkbox"/> Health and Biosciences |
| <input type="checkbox"/> Construction: Technologies and Design | <input type="checkbox"/> Retail, Tourism, Recreation and Entrepreneurship |
| <input type="checkbox"/> Environmental, Natural Resources and Agriculture | <input type="checkbox"/> Technologies: Manufacturing, Communication and Repair |
| <input type="checkbox"/> Education | |

3. Describe your local plan on a separate sheet of paper for meeting each of the following School-to-Career criteria.

- Be organized around the three (3) components of School-to-Career (school-based learning, work-based learning and connecting activities) and around the state-developed career clusters;
- Prepare students to meet the employer-developed academic, employability and technical skills for the career cluster(s) in which they are interested;
- Be part of a comprehensive career guidance system that begins in the elementary grades and continues by connecting secondary school students to career and higher education;
- Include a work-based sequence that is connected with the career cluster(s) students have chosen to explore; and
- Provide a link to postsecondary education and training opportunities that reflect the students chosen career path.

4. Describe how all students can participate in your School-to-Career System:

Connecticut STATE DEPARTMENT OF EDUCATION

Division of Teaching and Learning Programs and Services Career and Technical Education Unit

Work-based Learning Matrix 2004-2005

School-to-Career

Work-based experience opportunities may include job training and work-based mentoring, work experiences coordinated with learning in school-based programs that are relevant to students' career major choices, and lead to the award of skill certificates. Instruction and activities in general work place competencies, includes positive work attitudes, employability, and practicable skill training in all aspects of the industry.

School District: _____

School Name: _____

Address: _____

Name of STC Coordinator: _____

Name(s) of Work-based Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Is STC Coordinator a certified educator, if so, list endorsement #s: _____

Yes _____ No _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Work-based Learning Opportunities

Please check:

Work-based Learning Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Field Trips								
Job Shadowing								
Service Learning								
School-based Enterprise								
Structured Work Experience/Internship*								
Teacher Externships								

Students are involved in career exploration/career development and have a portfolio: Yes___ No___

Teacher has release time to monitor students on the job: Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file: Yes___ No___

Students have completed the State's "Worksafe!" worksite safety curriculum: Yes___ No___

Part D: STC Statement of Safeguards and Assurances

This STC initiative was established in consultation with local employers, labor organizations, community-based organizations and postsecondary institutions.

This STC initiative will provide equal access and the necessary accommodations and support for all students to participate.

This STC initiative addresses the state STC criteria and is in accordance with Connecticut General Statutes 10-20a-d.

This STC initiative will provide, in accordance with applicable State laws, a Statement of Age Form ED 301 ("Working Papers") to all students under 18 years of age engaged in a work experience at a worksite.

This STC initiative will utilize Form LED 75-1 (revised 02/2004) for all students less than 18 years of age engaged in a paid work experience at a potentially hazardous worksite.

The agency will participate in the state's work-based learning data collection system and complete the Work-based Learning Matrix and other all required programmatic information.

Students will be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law. The agency will participate in training on the *WORKSAFE!* Curriculum, addressing safety awareness for youth participating in structured work-site learning activities.

The district/agency will implement and maintain such safeguards as the Connecticut State Departments of Education and Labor may deem appropriate in order to ensure that School-to-Career participants are afforded adequate supervision by skilled workplace mentors.

Authorized Signature Superintendent/Director/President

Date

Part E: Local STC Partnership

The local partnership: (a) must consist of employers, representatives of local education agencies including representatives of area vocational and agriculture education schools, where applicable, and local postsecondary educational institutions, local educators including representatives of special populations (such as teachers, counselors, and administrators), representatives of labor organizations or non-managerial employee representatives, and students; and (b) may include other entities, such as employer organizations; community-based organizations; national trade associations working at the local levels; industrial extension centers; rehabilitation agencies and organizations; registered apprenticeship agencies; local vocational education entities; proprietary institutions of higher education; local government agencies; parent organizations; teacher organizations; vocational student organizations; regional workforce development boards and adult education representatives.

List the members of your local STC partnership. Use additional sheets if necessary.

Partnership Coordinator's Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

Name

Organization Representative

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Organization Representative

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Organization Representative